ES-2026 FORMATTING STANDARD

Material, Typographic & Environmental Specifications

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Standards Working Group

Standard Index Group
Lombard Street
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SCOPE AND PURPOSE

1.1 Document Scope

ES-2026-01 defines the material, typographic, and environmental specifications for all documents published under the Engadin Standard 2026 (ES-2026) framework. This standard applies to all P-Series instruments, R-Series registries, S-Series posture documents, E-Series event protocols, and all institutional publications issued by Standard Index Group, its divisions, and affiliated entities.

This document supersedes all previous formatting guidance and constitutes the authoritative reference for document production, archival storage, and long-horizon preservation.

1.2 Normative References

- ES-2026 Master Standard (primary specification)
- ISO 9706:1994 Information and documentation -- Paper for documents -- Requirements for permanence
- ISO 11108:1996 Archival paper -- Requirements for permanence and durability
- ISO 14416:2003 Requirements for binding of books, periodicals, serials and other paper documents for archive and library use
- TN-04 Material Standards for Archival Preservation
- WP-05 The 100-Year Archive Standard

1.3 Applicability

All documents intended for archival retention (defined as retention periods exceeding 25 years) must comply with Sections 5 and 6 of this standard. Documents intended for operational use only (retention under 25 years) may comply with reduced specifications as noted in Section 7.

TYPOGRAPHY SPECIFICATION

2.1 Primary Font Stack

All ES-2026 documents use the following font stack:

Display and Headings: GT America Compressed (Medium, Bold, Black weights) **Body Text:** Antarctican Mono (Book, Medium, SemiBold, Bold weights)

No substitutions are permitted for published documents. Internal drafts may use Helvetica (display) and Courier (body) as fallbacks.

2.2 Type Scale

Document Title: GT America Compressed Black, 26pt, centred **Section Heading (H1):** GT America Compressed Black, 13pt **Subsection Heading (H2):** GT America Compressed Bold, 11pt **Tertiary Heading (H3):** Antarctican Mono Bold, 9.5pt **Body Text:** Antarctican Mono Book, 8.5pt, justified **Code/Technical:** Antarctican Mono Book, 7.5pt **Footnotes:** Antarctican Mono Book, 7pt **Cover Metadata:** Antarctican Mono Book, 9pt, centred

2.3 Leading and Spacing

Body text leading: 12pt (1.41x body size) H1 space before: 16pt, space after: 10pt H2 space before: 14pt, space after: 8pt H3 space before: 10pt, space after: 6pt Paragraph space after: 6pt Bullet space after: 4pt Code line leading: 9.5pt

2.4 Text Colour

Primary text: #1A1A1A (near-black) All text elements use this single colour value. No coloured text is permitted in ES-2026 documents.

PAGE LAYOUT

3.1 Page Format

Standard page size: A4 (210mm x 297mm) All margins: 25mm Usable text area: 160mm x 247mm

3.2 Background Colours by Entity

Standard Index Group (SIG): #F5F1E8 (warm cream) Engadin Institute: #F8F9FA (cool white) Engadin Foundation: #FAF8F3 (neutral warm) SENRA: #F5F1E8 (warm cream, matching SIG)

Background colour is applied as a full-page fill on every page. No white backgrounds are used in ES-2026 documents.

3.3 Horizontal Rules

Horizontal rules use colour #D4CFC4, 0.5pt thickness, centred, 60mm width on cover pages. In body text, rules span the full text width at 0.3pt thickness.

3.4 Cover Page Layout

Cover pages follow a fixed vertical structure:

55mm spacer from top margin Document title (GT America Compressed Black, 26pt, caps) 4mm spacer Subtitle (Antarctican Mono Book, 11pt) 12mm spacer Horizontal rule (60mm, centred) 12mm spacer Date (Antarctican Mono Book, 9pt, centred) 3mm spacer Authors (Antarctican Mono Book, 9pt, centred) 15mm spacer Issuing entity name (Antarctican Mono Book, 8pt, centred) Address block (Antarctican Mono Book, 8pt, centred, multi-line)

DOCUMENT METADATA

4.1 Required Metadata Fields

Every ES-2026 document must carry the following metadata:

Document Code: Alphanumeric identifier (e.g., WP-01, TN-04, MED-01) **Title:** Full document title **Subtitle:** Descriptive subtitle **Date:** Month and year of publication **Authors:** Named authors or working group **Issuing Entity:** One of: Standard Index Group, Engadin Institute, Engadin Foundation, SENRA **Document Class:** One of: Working Paper, Technical Note, Legal Paper, Article, Administrative, Audit Framework, Case Report, Reference Document, Errata, Privacy Protocol **Address:** Registered address of issuing entity

4.2 Version Tracking

Documents are versioned by publication date. The ES-2026 specification date (2026) indicates the formatting standard applied. Individual document dates indicate content currency.

Documents must be reviewed according to the R-02 Renewal Registry schedule. Documents not reviewed within 24 months of their stated review date are considered potentially stale.

4.3 Controlled Vocabulary

All ES-2026 documents must use terminology as defined in GLO-01 (Glossary and Controlled Vocabulary). Key controlled terms include:

Designated Place (not "vault", "safe", "storage location") **Keyholder** (not "password holder", "access person") **Authority & Roles Registry** (R-03, not "Roles Registry") **Designated Place Registry** (R-04, not "Location Registry") **Income & Obligations Schedule** (P-04, not "Income & Obligations Schedule") **Access Controls** (S-01, not "Access & Recover References") **Secure Store** (not "vault")

PAPER SPECIFICATIONS

5.1 Archival Paper Requirements

All documents intended for archival retention must be printed on paper meeting the following minimum specifications:

Weight: 160-200 GSM minimum **pH:** 7.0-8.5 with 2% calcium carbonate alkaline reserve **Composition:** 100% cotton fibre preferred, or lignin-free wood pulp **Standard:** ISO 9706:1994 compliant **Packaging:** Infinity symbol present on packaging

5.2 Approved Paper Suppliers

The following paper stocks are approved for ES-2026 archival documents:

Mohawk Superfine (100% cotton, acid-free, ISO 9706 compliant) **Neenah ENVIRONMENT** (acid-free, recycled option, archival grade) **Southworth 25% Cotton** (cotton blend, acid-free, widely available)

Other stocks may be used provided they meet all requirements in Section 5.1 and are verified by the quality control process in Section 5.4.

5.3 Verification Requirements

Before use, all paper stock must pass the following verification:

ISO 9706 certification confirmed on packaging pH test confirms 7.0-8.5 range Thickness gauge confirms 160-200 GSM Infinity symbol present on packaging or certificate Certificate of compliance available from supplier

5.4 Rejection Criteria

Paper stock must be rejected if any of the following conditions apply:

pH below 7.0 (acidic) Weight below 160 GSM No archival certification present Lignin content above 1% Optical brightening agents (OBA) present Recycled content exceeding 30% without archival certification

PRINTING AND INK STANDARDS

6.1 Laser Printing Archival Grade

Carbon-based toner provides 200+ year permanence when used with archival paper. Laser printing is the primary recommended method for all ES-2026 documents.

Settings: "Best" or "1200 DPI" minimum resolution **Mode:** Standard toner density (never use "Toner Save" or "Draft" mode) **Duplex:** Permitted for operational documents. Single-sided preferred for archival originals.

6.2 Approved Writing Instruments

For any handwritten entries on ES-2026 instruments (signatures, dates, annotations):

Platinum Carbon Black -- Fountain pen ink, pigment-based, archival permanence **Sailor Kiwa-Guro** -- Fountain pen ink, nano-pigment, archival black **Uni-ball Signo 207** -- Gel pen, pigment-based, widely available **Sakura Pigma Micron** -- Archival marker, pigment-based, multiple widths

6.3 Non-Archival Methods Not Permitted

The following printing and writing methods are not permitted for archival ES-2026 documents:

Dye-based ballpoint pens: Fades within 10-50 years depending on exposure **Consumer inkjet printers:** Dye-based inks fade within 5-15 years **Thermal printing:** Fades within 5-10 years; image may become unreadable **Carbon copy / NCR paper:** Degrades rapidly; not acid-free

6.4 Ink Permanence Reference

Carbon-based laser toner on archival paper: 200-500 years Pigment-based fountain pen ink on archival paper: 200+ years Pigment-based gel pen on archival paper: 100-200 years Dye-based ballpoint on standard paper: 10-50 years Dye-based inkjet on standard paper: 5-15 years Thermal print on thermal paper: 5-10 years

STORAGE ENVIRONMENT

7.1 Temperature Requirements

Ideal: 18-21 C (64-70 F) **Acceptable range:** 16-24 C **Monitoring:** Monthly temperature logs required for archival storage locations **Fluctuation:** Daily variation must not exceed 3 C

Sustained temperatures above 24 C accelerate paper degradation. Temperatures below 16 C may cause condensation issues if humidity is not controlled.

7.2 Humidity Requirements

Ideal: 35-45% relative humidity (RH) **Acceptable range:** 30-50% RH **Equipment:** Hygrometer required in all archival storage locations **Dehumidifier:** Required if ambient RH regularly exceeds 50%

Humidity above 50% promotes mould growth and accelerates acid degradation. Humidity below 30% causes paper to become brittle and may crack bindings.

7.3 Fire Protection

Fire-rated safe: 1-hour minimum rating at 1700 F (927 C) **Standard:** UL Class 350 (maintains internal temperature below 350 F / 177 C, which protects paper) **Recommended products:** SentrySafe, FireKing, AMSEC (or equivalent UL-rated products)

Fire protection applies to the BST-02 Anchor Bag (which provides fire-rated, waterproof protection for critical documents) and to any Designated Place holding archival originals.

7.4 Light and Air Quality

Storage illumination: Below 50 lux **Access illumination:** Below 200 lux **UV exposure:** Minimise. UV-filtering glass on any display cases or frames. **Air quality:** HEPA filtration recommended for dedicated archival rooms. Standard residential air quality is acceptable for home Designated Places provided temperature and humidity are controlled.

7.5 Pest and Contaminant Control

Archival storage locations should be free from food, organic materials, and standing water. Silverfish, bookworms, and rodents are the primary biological threats to paper archives. Regular inspection (quarterly) is required for dedicated archival facilities.

DECENNIAL VERIFICATION PROTOCOL

8.1 Ten-Year Physical Verification

Every ten years, all archival documents must undergo physical inspection:

Paper condition: Check for yellowing, brittleness, foxing (brown spots), or mould **Ink condition:** Check for fading, bleeding, or smearing **Binding condition:** Check for loosening, cracking, or separation **Storage condition:** Check container integrity (BST-01, BST-02, BST-03)

Any document showing degradation must be reprinted on fresh archival stock and the original retained as a secondary copy.

8.2 Five-Year Digital Media Refresh

Every five years, all digital copies of archival documents must be:

Copied to new USB drives (minimum USB 3.0, reputable manufacturer) Verified against cloud storage copies Confirmed readable in current PDF viewer software Confirmed in PDF/A format (archival PDF standard) Encryption updated if cryptographic standards have changed

8.3 Custodian Succession Verification

Every ten years (or upon any change of custodian):

Confirm current custodian is contactable and willing to continue Confirm custodian understands their responsibilities Confirm custodian has physical access to the Designated Place Update R-03 Authority & Roles Registry if custodian has changed Update R-04 Designated Place Registry if location has changed

8.4 Documentation Currency Review

Every ten years, confirm that all archival documents reflect current estate arrangements:

Are all financial institutions still current? Have any assets been acquired or disposed of? Have any family circumstances changed (births, deaths, marriages, divorces)? Are all E-Series protocols still appropriate? Has the P-Series specification been updated since last review?

This review supplements (but does not replace) the annual review process documented in AUD-11.

8.5 Material Degradation Timeline Reference

The following degradation timelines apply under controlled storage conditions (18-21 C, 35-45% RH):

Archival paper (ISO 9706) + pigment ink: 200-500 years Archival paper + carbon laser toner: 200-500 years Standard acid-free paper + laser toner: 50-100 years Standard

office paper + laser toner: 20-50 years Dye-based inkjet on any paper: 5-15 years Thermal paper (receipts, fax): 5-10 years USB flash drive (quality manufacturer): 10-30 years Optical disc (archival grade): 50-200 years Cloud storage (provider-dependent): Indefinite if maintained

OPERATIONAL DOCUMENTS REDUCED SPECIFICATION

9.1 Scope

Documents intended for operational use only (retention period under 25 years) may use reduced specifications as defined in this section. Operational documents include internal correspondence, draft materials, working copies, and temporary reference documents.

9.2 Permitted Reductions

Paper: Standard office paper (80-120 GSM) is acceptable **Printing:** Any laser printer; inkjet permitted for internal use only **Storage:** Standard office conditions; fire-rated storage not required **Review:** Annual review per AUD-11; decennial verification not required

9.3 Upgrade Path

Any operational document that is later designated for archival retention must be reprinted on archival stock using archival methods before being placed in archival storage. The operational copy may be retained as a secondary reference.

COMPLIANCE AND AUDIT

10.1 Compliance Verification

Compliance with ES-2026-01 is verified through the Seventh Index audit process. The audit includes:

Material verification (paper stock, ink, printing method) Typographic verification (fonts, sizes, spacing, colours) Layout verification (margins, backgrounds, cover page structure) Metadata verification (all required fields present and current) Storage verification (environment, fire protection, pest control) Currency verification (review dates, version compliance)

10.2 Non-Compliance Remediation

Documents found to be non-compliant during audit should be:

Reprinted on compliant materials (if material non-compliance) Reformatted using compliant templates (if typographic non-compliance) Updated with missing metadata (if metadata non-compliance) Relocated to compliant storage (if environmental non-compliance)

Non-compliance does not invalidate the legal content of a document. It indicates that the document may not meet archival permanence standards and should be remediated at the earliest opportunity.

10.3 Document History

ES-2026-01 v1.0 -- February 2026 -- Initial publication Incorporates material from TN-04 (Material Standards for Archival Preservation) and WP-05 (The 100-Year Archive Standard)